

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



AETC INSTRUCTION 32-9001

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Civil Engineering

REAL ESTATE MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 32-90, *Real Property Management*. It provides guidance and establishes procedures for preparing and processing acquisition, ingrant, and outgrant requests, disposals, granting temporary and changes in use, accountability, and reporting of real property. Attachment 1 lists references and supporting information used in this instruction. This publication does not apply to Air National Guard and Air Force Reserve Command units.

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SUMMARY OF REVISIONS

This instruction contains numerous changes and should be thoroughly reviewed.

Section A—Acquiring Real Property

1. Actions Involving Real Property Acquisition. Submit all actions involving acquisition of real property, whether by lease, permit, or purchase (that is, minor land acquisition) through HQ AETC/CEPE to HQ AETC/CE for consideration before taking any action beyond facilities board or installation commander approval. No action should be submitted for HQ AETC/CE consideration without facilities board or installation commander approval. All acquisitions by lease, permit, or purchase must comply with AFI 32-9001, *Acquisition of Real Property*.

2. Inlease or Permit Requests:

2.1. Submit in concept requests for inlease or permit from another agency of real property with or without rents for HQ AETC/CE approval before any action beyond facilities board or installation commander approval. The current real estate approval levels are posted on the HQ AETC/CE web page at: https://www.aetc.af.mil/ce/cep/cepe/Real_Estate_Matrix.pdf.

2.2. Submit inlease and permit request packages in five copies and will contain, as a minimum:

2.2.1. A concept memorandum containing details of the proposed lease or permit.

2.2.2. Justification for the acquisition, an explanation of the nonavailability of government-owned space, whether the property is on or off base, the impact if it is not obtained, and a plan for accomplishment.

2.2.3. Environmental documentation. As a minimum, submit a signed AF Form 813, **Request for Environmental Impact Analysis**, and an environmental baseline survey (EBS) or waiver of EBS. If block 17 of the AF Form 813 indicates the action qualifies for a categorical exclusion, the only additional environmental documentation required is the EBS. However, if block 17 indicates further analysis is required, then both an EBS and environmental assessment (EA), along with a signed finding of no significant impact (FONSI), or environmental impact statement (EIS) (with signed FONSI), are required.

2.2.4. Draft of the proposed agreement.

2.2.5. Estimated rents and source of funding.

2.3. Requests to purchase land must contain a brief real estate planning report (BREPR), and gross appraisal prepared by the servicing Corps of Engineers (CoE) district. The real estate office (REO) may request the CoE to prepare a BREPR and gross appraisal only after facilities board or installation commander approval is obtained. The REO will provide HQ AETC/CEPE a copy of any request for a BREPR and gross appraisal transmitted to the CoE.

3. General Services Administration (GSA) Space. Request for GSA space requires prior approval from the Air Force Real Property Agency (AFRPA/RE). Submit the GSA request package to HQ AETC/CEPE. As a minimum, ensure the package contains:

3.1. A concept memorandum with a validated requirement for the requested acquisition, and details of the proposed action.

3.2. Four completed copies of SF 81, **Request for Space**, and GSA space requirements development guidelines and questions. **NOTE:** The form is available on the GSA web site.

3.3. Anticipated sources of funding, impact on mission if not acquired, and evidence of efforts to use available federally owned or controlled property.

4. Approval of Acquisition Actions. HQ AETC/CE will direct accomplishment of approved acquisition actions.

5. Rights of Entry (ROE). The installation commander is the approval authority for acquiring ROE for environmental surveying, testing, monitoring, and similar uses if the term is less than 5 years, and the cost is less than \$1,000 per annum.

5.1. Before an ROE document is prepared; make a reasonable effort to confirm the ownership of the property by reviewing local land title records, or the recorded deed furnished by the owner. Only an agent with written authorization from the owner may act on behalf of the owner.

5.2. Ensure no Air Force representatives obligate the government to lease, permit, or purchase any property without the necessary authority.

6. Suspense Listing. The REO will maintain a suspense listing, by contract expiration date, to ensure renewal actions are addressed in a timely manner.

7. Gifts of Real Property. The installation commander may accept or reject gifts of real property of \$10,000 or less that do not require expenditures for acceptance or annual maintenance in excess of \$1,000.

7.1. Submit any gift of real property of more than \$10,000 in value (or less than \$10,000 if it requires more than \$1,000 for acceptance or annual maintenance) through HQ AETC/CEPE to be accepted or rejected by the Secretary of the Air Force (SAF).

7.2. Process offers of gifts requiring SAF approval through civil engineer channels. Then forward the offer through HQ AETC/CEPE to AFRPA/RE for appropriate staff action.

7.3. Local approval is not authorized to accept or install a gift of real property until a formal offer in the prescribed format is submitted and approved, regardless of the level of approval. **NOTE:** Refer to AFI 32-9001 and AFI 51-601, *Gifts to the Department of the Air Force*, for detailed format and processing procedures for gifts of real property. Submit gifts of real property packages in five copies.

7.4. Exercise care when accepting or forwarding gifts of real property offered to the Air Force by anyone with a present or prospective business relationship with the Air Force.

Section B—Use of Real Property

8. Request for Changes in Use of Real Property. (Refer to AFI 32-9002, *Use of Real Property Facilities*.) After receiving facilities board or installation commander approval, the REO will submit AF Form 123, **Request for Changed Use of Real Property**, in five copies, to HQ AETC/CEPE only for the following facilities (or actions):

8.1. Chapel facilities.

8.2. Munitions and maintenance facilities.

8.3. Hazardous materials storage.

8.4. Hospital or medical facilities.

8.5. Airman, officer, or cadet unaccompanied quarters to or from other uses. (**EXCEPTION:** Installation commanders may approve changes from one 721-XXX use to another 721-XXX use or from one 724-XXX use to another 724-XXX use. However, this does not apply to changes from 721-XXX to 724-XXX or 724-XXX to 721-XXX, which will be submitted to HQ AETC/CEPE.)

8.6. Change in use of a facility less than 2 years old.

9. Changes in Use of Services Facilities. For recreation centers or facilities constructed or purchased with nonappropriated funds, if the requested use does not directly support a Services activity, the REO will send AF Form 123 in five copies through HQ AETC/CEPE to HQ AFSVA/SV for approval.

10. Conversion of Family Housing Units:

10.1. Permanent conversion of family housing units (beyond 3 years) requires the prior approval of SAF/IEI through HQ AETC/CE channels.

10.2. For temporary conversion of family housing units (less than 3 years), approval authority is delegated to the installation commander. Furnish one copy of the approved AF Form 123 to HQ AETC/CEPE. Do not change real property records for temporary conversions.

11. Other Changes in Use. The installation commander has the authority to approve all changes in use except as noted in paragraphs 8 through 10.

12. Real Property Surveys and Studies:

12.1. The REO will prepare a comprehensive real property study at least every 5 years. He or she will also prepare a survey according to Executive Order (EO) 12512, *Federal Real Property Management*, when required.

12.2. HQ AETC/CEPE will immediately notify affected installations of an upcoming EO 12512 survey as follows:

12.2.1. The installation will notify HQ AETC/CEPE when notice of an EO 12512 survey is received at the base.

12.2.2. When the survey schedule is confirmed, the REO will update the real property study, and prepare a report for use by the GSA and/or AFRPA/RE survey team. (Some information for the EO 12512 survey can be extracted from the study.) The REO will follow the report format in AFI 32-9002, Attachment 2.

12.2.3. A representative from HQ AETC/CEPE will be present during all EO 12512 surveys.

Section C—Outgranting of Real Property

13. Minor Outgrants of Government-Owned Real Property. (Refer to AFI 32-9003, *Granting Temporary Use of Real Property*.) Installation commanders have the authority to approve and execute all minor outgrants on behalf of the Air Force as follows:

13.1. Minor actions are defined and limited to outgrants with terms of 5 years or less with rents of \$25,000 or less per annum (5 year/\$25,000), exclusive of in-kind rents. These outgrants include outleases, easements, licenses, and permits. Outgrants requiring a waiver of competition and leases or licenses to use Air Force real property for religious purposes are not minor outgrants. Any outgrant that includes payment of any amount of in-kind rent is not a minor outgrant.

13.2. REOs will receive, investigate, and submit requests for use of Air Force-controlled real property to the installation commander or facilities board for consideration. Requests may be submitted at regular board meetings or for out-of-cycle approval via a staff summary sheet for the installation commander's approval. All such requests must comply with AFI 32-9003.

13.3. REOs must ensure compliance with the Secretary of the Air Force Policy Memorandum, *Use of Air Force Installations in Support of Non-Air Force Activities*, 23 October 2000, on the use of Air Force property by non-Air Force organizations.

14. Environmental Documentation. The REO will ask the proponent of the action and the environmental planning function to provide the necessary environmental impact analysis, and environmental baseline survey documentation (AF Form 813 with a CATEX, EA with a FONSI, or EIS with a ROD) to achieve compliance with the National Environmental Policy Act (NEPA). The REO will also ask for the EBS to achieve compliance with the Comprehensive Environmental Response, Compensation, and Liability Act and other governing statutory and regulatory guidance.

14.1. Completed NEPA documentation is required for all actions except minor administrative corrections. The AF Form 813 and additional environmental impact analysis (as required) must comply with AFI 32-7061, *The Environmental Impact Analysis Process*.

14.2. An EBS or properly executed waiver is required for new real estate actions and terminations, including new, renewal, and supplemental agreements or amendments. An EBS or waiver of an EBS must be prepared in accordance with AFI 32-7066, *Environmental Baseline Surveys in Real Estate Transactions*.

15. Contract Preparation:

15.1. After receiving facilities board or installation commander approval, the REO will prepare an appropriate number of copies (at least five) of an AETC-developed realty form (paragraph 23), and negotiate and obtain original signatures of the requesting party on each copy. (For the purposes of this instruction, an original copy is defined as an instrument with original signatures.) **NOTE:** Ensure the

appropriate signature authority is obtained if the requesting party is a corporation, partnership, municipality, or group entity.

15.2. Prepare realty contracts on AETC-developed realty forms (paragraph 23). **NOTE:** HQ AETC/CE must approve *in advance* any changes, alterations, additions, and/or deletions to the forms.

15.3. Prepare supplemental agreements to alter the terms and conditions of realty contracts for other than minor administrative details (reference paragraph 18.5.). Contracts may also be renewed for an additional term using a supplemental agreement. Ensure the wording used does not imply a term longer than the installation commander's approval authority. For example, state that the term of the contract is renewed for an additional five-year period beginning 1 Oct 2003 and ending 30 Sep 2008. Generally, do not use a supplemental agreement for more than two renewals unless there have been no substantial changes to the basic contract form that is being renewed.

15.4. The local legal office must review all contracts for legal sufficiency.

16. Compensation:

16.1. If compensation for use of the grant is appropriate (according to AFI 32-9003), the REO will prepare a rental determination if the rent or compensation is \$10,000 per annum or less, excluding reimbursable services. All rents above \$10,000 will be substantiated by a CoE appraisal. If rents are less than \$500 per annum, a statement of value may be provided. The preparer must sign and date rental determinations and statements of value.

16.2. Rental determinations and statements of value must include a narrative of how the rental values were derived or established, and provide market data on comparable properties (known as comparables). Comparables must be similar to the property being appraised (for example, type of property, size, age, and location), and their rents must represent actual market contracts in effect at the time of the appraisal, not asking, prices.

16.3. Leases must recite fair market value rental consideration. The rental amount may be paid in cash or in-kind (or partly in cash and partly in-kind). In-kind consideration may include providing maintenance, protection, repair, improvement, or restoration of the leased property. All leases of property at less than fair market cash rental must be supported by additional written documentation describing the in-kind consideration to be provided by the lessee and its estimated value. The cash rental and in-kind consideration must closely approximate the full market rental value of the leased property. Rental value must be supported by appropriate documentation as described in paragraphs 16.1 and 16.2.

16.4. The base civil engineer must approve rental determinations and statements of value before negotiation with the prospective grantee.

16.5. HQ AETC/CEPE must approve in-kind rents.

16.6. Secretary of the Air Force Order (SAFO) 700.4, *Real Property*, redelegates grant approval authority through channels to the MAJCOM CE. HQ AETC/CE has redelegated minor outgrant authority (5 years/\$25,000), inleases or licenses when no rents are charged, and most ROEs to installation commanders. All other actions must be forwarded through HQ AETC/CEPE for approval.

16.7. Execution is an administrative task.

17. Executed Realty Instrument. The instrument must contain the following:

17.1. Full name and address of grantee. If the instrument is for a corporation or partnership, include the state of incorporation or type of partnership.

17.2. Signature authority; that is, corporate certificate, extract of minutes of approval, etc.

17.3. Clear description and location of the property in detail. Exhibits must be clearly identified and outgranted premises marked in red.

17.4. Survey and condition report, if required, prepared at the time the occupancy is accepted and signed by representatives of the government and the grantee (or designated representatives). Identify this report as an exhibit to the executed instrument.

17.5. Proof of insurance coverage, if required.

18. Document Identification. The base REO will maintain an accountable document register (ADR), and assign a document number to locally executed realty contracts. The REO will send a copy of the local ADR to HQ AETC/CEPE at the end of each fiscal year.

18.1. Accountable document numbers will begin with document number 001 each year, using the following numbering system:

18.1.1. Command identification--USAF/AETC.

18.1.2. Base identification (three characters)--for example, LAC for Lackland AFB.

18.1.3. Type of grant (ingrant or outgrant)--1 = outlease, 2 = easement, 3 = license, 4 = permit, 5 = inlease, and 9 = other (contract, consent, ROE, etc.).

18.1.4. Fiscal year (two digits)--for example, 00.

18.1.5. Sequential three-digit document number--001, 002, 003, etc.

18.1.6. Document number result--for example, USAF/AETC-LAC-1-00-001.

18.2. Show accountable document numbers in the upper right-hand corner of all new contracts. If the new contract supersedes a previous contract, show the superseded contract number in the upper left-hand corner of the contract, preceded by the word "Supersedes."

18.3. Assign a document number *after* all parties have signed the contract, and the contract is ready to be distributed to recipients. **NOTE:** A new accountable document number will *not* be assigned for a supplemental agreement. Instead supplemental agreements will be sequentially numbered additions to the original contract and all will bear the same contract number.

18.4. List terminations, supplemental agreements, and amendments on the ADR, but do not renumber.

18.5. Use a Letter Change Order (LCO) memorandum to alter minor administrative details within a real estate instrument. For example, if the address of one of the parties to the realty instrument changes, or if there is a change in the servicing Defense Finance and Accounting Service Operating Location (DFAS-OPLOC), an LCO may be used. An LCO will not be used in place of a supplemental agreement.

19. Office of Record. The base REO is the official Air Force office of record for all instruments executed by or for the installation. **NOTE:** The CoE will retain overall office of record responsibility under the CoE and Air Force memorandum of understanding.

20. Distribution of the Executed Contract. The REO will make appropriate distribution to all parties of the contract within 7 days of execution on behalf of the Secretary of the Air Force. As a minimum, distribute the contract to the following:

20.1. Base REO case file (original).

20.2. Grantee or grantor (original).

20.3. AFRPA/RE, 1700 North Moore Street, Suite 2300, Arlington VA 22209-2802 (original).

20.4. HQ AETC/CEPE, 266 F Street West, Randolph AFB TX 78150-4319 (original).

20.5. Servicing CoE district (original).

20.6. Secretary of the Interior (if the grant is on Bureau of Land Management property) (original).

20.7. Local Defense Finance and Accounting Service (if rents are to be paid or collected) (copy).

20.8. All other parties not listed above (original or copy, as appropriate).

21. Outgrant Case File. The following items must be maintained:

21.1. A memorandum containing a brief synopsis of the action; that is, name of the grantee, type and purpose of the grant, term, consideration, and any other unusual or significant issues requiring special consideration.

21.2. A written request by the non-Air Force party for use of Air Force property.

21.3. Environmental documentation appropriate for the action (described in paragraph 2.2.3).

21.4. The rental determination, appraisal, statement of value, or in-kind rents (described in paragraphs 16.1 through 16.4).

21.5. If no consideration is to be charged, a brief statement as to why.

21.6. Evidence of a base legal review.

21.7. A fully executed copy of the instrument bearing original signatures (described in paragraphs 17 through 17.5). If it is above the 5-year/\$25,000 limit, include the necessary higher authority approval (described in paragraphs 22 through 22.3.3).

21.8. A distribution memorandum reflecting a list of the parties receiving copies of the executed document.

21.9. A narrative negotiator's report (including the historical background and a record of negotiations leading up to the execution of the instrument) dated and signed by the negotiator at time of preparation.

22. Outgrant Actions Above 5-Year Term and \$25,000 in Rents:

22.1. Submit all proposed outgrant actions outside the installation commander's approval authority to HQ AETC/CEPE for HQ AETC/CE consideration before taking any action beyond facilities board or installation commander approval. **NOTE:** Do not submit any action for consideration without the facilities board or installation commander's approval.

22.2. The REO will assemble and send HQ AETC/CEPE a request package in five copies containing the details of the proposed action, items listed in paragraphs 21.1 through 21.6, and proposed instrument bearing only the grantee's signature.

22.3. For approved actions, HQ AETC/CE will do one of the following:

22.3.1. Direct the REO to proceed with the approved action for local execution outlining the services of the CoE to be obtained by REO, if any.

22.3.2. Direct the CoE to pursue the action with or without delegating execution authority.

22.3.3. Return the action to the REO for further consideration.

23. AETC-Developed Realty Forms:

23.1. Use the following AETC forms (as applicable) to process realty actions to authorize the use of Air Force-controlled real property:

23.1.1. AETC Form 629, **In-Lease Check Sheet.**

23.1.2. AETC Form 631, **Supplemental Agreement.**

23.1.3. AETC Form 632, **Unimproved Land Lease.**

23.1.4. AETC Form 633, **In-Lease.**

23.1.5. AETC Form 634, **Lease of Air Force Controlled Property.**

23.1.6. AETC Form 635, **Easement for Pipeline Right-of-Way.**

23.1.7. AETC Form 636, **Easement for Road or Street.**

23.1.8. AETC Form 637, **Easement for Right-of-Way for Electrical Transmission or Communication Facilities.**

23.1.9. AETC Form 638, **Right-of-Entry.**

23.1.10. AETC Form 639, **License.**

23.1.11. AETC Form 640, **Permit to Other Federal Government Department or Agency to Use Property.**

23.1.12. AETC Form 641, **Consent to Cross US Government Easement Under the Jurisdiction and Control of _____.**

23.1.13. AETC Form 642, **Survival Training Site Permit.**

23.1.14. AETC Form 643, **Interservice Training Review Organization (ITRO) Permit.**

23.1.15. AETC Form 652, **Outgrant Checklist.**

23.2. These forms are available electronically via the AETC Publishing web site (<http://www.aetc.randolph.af.mil/im/>).

23.3. The REO will input required information concerning all ingrant or outgrant instruments into the ingrant or outgrant update file of the Automated Civil Engineer System-Real Property (ACES-RP).

24. Terminating a Grant. Approval authority for termination of a grant is the same level as the authority to approve the grant. Outgrants no longer required must be officially terminated.

25. Renewal Actions. The REO will maintain a suspense listing, by contract expiration date, to ensure renewal actions are addressed in a timely manner.

Section D—Disposal of Buildings

26. Disposal of Excess or Deteriorated Buildings on Nonexcess Land. (Refer to AFI 32-9004, *Disposal of Real Property*.)

26.1. All requests for disposal of buildings (whether within or above local authority) require facilities board or installation commander approval. The REO will submit AF Form 300, **Facility Disposal**, and environmental documentation (as required) in five copies to HQ AETC/CEPE for processing of facility disposal actions above local approval authority of the following facilities:

26.1.1. Chapel facilities.

26.1.2. Hospital or medical facilities.

26.1.3. Munitions storage and handling facilities.

26.1.4. Hazardous waste treatment, storage treatment, or disposal facilities.

26.1.5. Military family housing.

26.2. The authority to dispose of buildings by burning is delegated to the installation commander. The REO will prepare AF Form 300, and ensure all fire and environmental documents supporting the following requirements are filed with the AF Form 300:

26.2.1. The fire department must have a current training plan to ensure all requirements of National Fire Protection Association (NFPA) 1406, *Standard for Outside Fire Training Evolutions*, are understood and complied with.

26.2.2. Requests to dispose of facilities by burning must first be assessed for environmental impact. Documentation should include required intergovernmental coordination, especially for air quality and historic preservation, as well as evidence of prior notification to the state regulatory agency for air quality.

26.3. Installation commanders are delegated the authority to dispose of excess or deteriorated buildings or facilities by sale or salvage, except those noted in paragraphs 26.1 through 26.1.5, and those with a value of more than \$25,000 that are suitable for off-site removal. (The base civil engineer will determine facility value.) Disposal actions must comply with AFI 32-9004.

27. Sale Procedures. Facilities having a value of \$25,000 or less that are suitable for off-site removal may be sold via a competitively solicited bid process.

27.1. The REO may conduct the sale, to include providing and/or preparing the necessary advertising, statement of work, and solicitation.

27.2. Facilities containing asbestos may be sold without removal of asbestos-containing material (ACM) if the facilities can be moved in whole or with only minor modifications that would not render the asbestos friable. Disclosure of the presence of ACM must be made to bidders and receivers.

27.3. Advertise the sale, soliciting sealed bids with 100 percent of the bid in a certified check. Cash is not acceptable. Make checks made payable to the Treasurer of the United States.

27.4. Open sealed bids in an open meeting.

27.5. Prepare a written register of bids received at the bid opening.

27.6. Award to the highest bidder. Return all other bid deposits to bidders on the spot (if bidders are present). Otherwise, return deposits by registered mail.

28. Disposal Program:

28.1. The base REO will prepare and send HQ AETC/CEPE an annual 5-year disposal plan for buildings programmed for disposal (by fiscal year).

28.2. HQ AETC/CEPE will provide an electronic version (use EXCEL [a trademark of the Microsoft Company] or similar spreadsheet format) of the base disposal plan to the base REO for update of buildings programmed for disposal. Semiannual updates of the report are required. HQ AETC/CEPE will notify the base REO of the semiannual report date. The REO will update and validate the disposal report, and submit a hard copy and the updated electronic version to HQ AETC/CEPE. Do not change the format of the AETC-provided spreadsheet.

29. Facilities Committed to Congress. Each MAJCOM, through civil engineer channels, manages its congressionally committed buildings program. Specific AETC program requirements are as follows:

29.1. Annually, HQ AETC/CEPD will produce a listing of buildings committed to Congress, identifying buildings for disposal (from DD Form 1391, **FY XX, Military Construction Project Data**) for all projects funded and authorized each fiscal year in the military construction program. HQ AETC/CEPE will maintain the master listing.

29.2. The base disposal plan will include all congressionally committed facilities. Annotate each facility with the project number of the commitment. Regard a facility as congressionally committed when the funding for the project is firm. At that time, adjust the real property records to reflect a congressionally committed status, using Condition Code 5. Until then, the facility will show a Condition Code 3 or the last validated code number.

29.3. Submit requests for retention or substitution of buildings committed to Congress to HQ AETC/CEPE with complete justification. Buildings proposed for substitution must be within 25 percent (plus or minus) of the originally identified building size. A substitute building cannot significantly increase demolition costs over originally proposed building; that is, within 25 percent of originally estimated demolition cost.

30. Preparing AF Form 300, Facility Disposal. The base REO will prepare AF Form 300 for all facility disposals. Use the AF Form 300 as supporting documentation to the ACES-RP journal voucher when the facility is deleted from the real property records (RPR). The base REO will send HQ AETC/CEPE a completed copy of AF Form 300 only when a congressionally committed building is being disposed of.

Section E—Accountability of Real Property

31. Preparing AF Form 1192, USAF Installation Characteristics Report. (Refer to AFI 32-9005, *Real Property Accountability and Reporting*.) The REO will prepare and submit an AF Form 1192 to HQ AETC/CEPE to program, establish, dispose, and report characteristic changes of Air Force installations, including name changes.

31.1. HQ AETC/CEPE will prepare, publish, and distribute special orders for those actions listed in AFI 32-9005. Forward the AF Form 1192 and special order to HQ USAF/ILEPB for further processing and approval.

31.2. HQ AETC/CEPE will distribute the approved AF Form 1192 and special order to the REO to establish a new installation or update the installation header file (IHF). No changes will be made to the base IHF until receipt of the approved AF Form 1192.

32. Accountability. The REO will ensure RPRs for land and other improvements are accurate and updated in compliance with AFI 32-9005.

32.1. Forward completed work orders to the REO for review not later than 10 workdays after the work order is officially closed out.

32.2. The REO will process work orders and projects requiring capitalization in a timely manner, usually within 90 days. Return work orders to the office maintaining the files (for example, maintenance engineering, funds management) not later than 5 workdays after capitalization or expense.

32.3. Pick up new facilities and projects meeting the capitalization threshold or changing capacities at the time beneficial occupancy is accepted, use a copy of the beneficial occupancy letter and project documentation for size, category code, and value. Correct the entry when the DD Form 1354, **Transfer and Acceptance of Military Real Property**, is finally received. Do not pick up facility before beneficial occupancy is accepted.

33. Portable Buildings. Portable buildings are equipment items ordered through the supply channels by the requesting organization. Portable buildings are defined as small, shed-type structures with less than 300 square feet and no permanently installed civil engineer utility hookups. These buildings are not suitable for human habitation and do not satisfy requirements for permanent real property.

33.1. The REO is not responsible for the control and assignment of portable buildings. Therefore, do not

add these buildings to the real property inventory.

33.2. The maintenance of portable buildings is the responsibility of the using organization.

33.3. Coordinate siting of portable buildings with the environmental flight, and approve by the base community planning office.

34. Relocatable Buildings. DoDI 4165.56, *Relocatable Buildings*, and AFI 32-1021, *Planning and Programming of Facility Construction Projects*, provide policy requirements and guidance for the use and accountability of relocatable buildings to satisfy interim, peak, or transitory facility requirements.

34.1. Relocatables are acquired through purchase or lease as equipment (not real property). They are not added to the real property inventory, but maintained on equipment authorization inventory data records. (This does not apply to those buildings currently on RPRs.)

34.2. A request to convert a purchased or leased relocatable building to real property, regardless of cost, requires submission through HQ AETC/CEPD to HQ USAF/ILEC for approval.

34.3. Do not add interim buildings to RPRs unless approved under the procedures in paragraph 34.2.

35. Reporting Requirements. A number of mandatory and miscellaneous reports are required each year. Calls for data may be on extremely short notice. The REO should make every effort to respond to these calls by the established suspense date. In many cases, negative responses may be made by telephone or confirmed by e-mail.

35.1. SAF/MII(AR)7115, Real Property Inventory Detail List. This mandatory report lists the current inventory of real property. A call letter will provide details for the processing and electronic submission of the report due as of 30 September and 31 March.

35.2. Stewart B. McKinney Homeless Assistance Act. Through AFRPA/RE, Housing and Urban Development (HUD) sends a call letter requiring the reporting of unused, underutilized, and excess properties for consideration for use by the homeless. (Responses must comply with instructions furnished at the time of the call letter.) HUD determines each property's suitability. Results of the screening are published in the Federal Register (normally every quarter).

35.3. Annual Workspace Management and Budget Justification. This information reports the use of base- and GSA-leased administrative space. Instructions and preparation of the required format are furnished at the time of the call letter.

35.4. Annual Revenue From Air Force-Controlled Real Property. This information reports the revenue generated from the lease, transfer, or disposal of real property. Fifty percent of the rent distribution goes to the base generating the revenue to be used for environmental or repair and maintenance projects; 50 percent goes to HQ USAF. Instructions and preparation of the required format are furnished at the time of the call letter.

36. Forms Prescribed. AETC Forms 629, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, and 652.

37. Forms Adopted. DD Forms 1354 and 1391; SF Form 81; AF Forms 123, 300, 813, and 1192.

DAVID F. BIRD, JR., Colonel, USAF
The Civil Engineer

Attachment

1. Glossary of References and Supporting Information

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Executive Order (EO) 12512, *Federal Real Property Management*
DoDI 4165.56, *Relocatable Buildings*
Secretary of the Air Force Policy Memorandum, *Use of Air Force Installations in Support of Non-Air Force Activities*, 23 October 2000
SAFO 700.4, *Real Property*
AFPD 32-90, *Real Property Management*
AFI 32-1021, *Planning and Programming of Facility Construction Projects*
AFI 32-7061, *The Environmental Impact Analysis Process*
AFI 32-7066, *Environmental Baseline Surveys in Real Estate Transactions*
AFI 32-9001, *Acquisition of Real Property*
AFI 32-9002, *Use of Real Property Facilities*
AFI 32-9003, *Granting Temporary Use of Air Force Real Property*
AFI 32-9004, *Disposal of Real Property*
AFI 32-9005, *Real Property Accountability and Reporting*
AFMAN 37-139, *Records Disposition Schedule*
AFI 51-601, *Gifts to the Department of the Air Force*
NFPA 1406, *Standard for Outside Fire Training Evolutions*

Abbreviations and Acronyms

ACES-RP—Automated Civil Engineer System-Real Property
ACM—asbestos-containing material
ADR—accountable document register
AFRPA—Air Force Real Property Agency
BREPR—brief real estate planning report
CATEX—categorical exclusion
CoE—Corps of Engineers
EA—environmental assessment
EBS—environmental baseline survey
EIS—environmental impact statement
FONSI—finding of no significant impact
GSA—General Services Administration
HUD—Housing and Urban Development
IHF—installation header file
NEPA—National Environmental Policy Act
NFPA—National Fire Protection Association
REO—real estate office
ROE—right of entry
RPR—real property record
SAF—Secretary of the Air Force